

CONFIDENTIAL

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OFFICE OF GENERAL SERVICES

REPORT OF OPERATIONS

TO : Chief, General Services

FROM : Chief, Records Management & Distribution Branch

SUBJECT: **Weekly** Report of Operations for the period ending
23 July 1953

A. Personnel

	On Duty	Vacancies	In Process
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Office of Chief	<div style="border: 1px solid black; width: 40px; height: 80px; display: flex; align-items: center; justify-content: center;"> </div>	0	1
Rcds. Mgt. Section		1	9
Rcds. Center Section		1	0
Mail Control Section		0	27

0	1
1	9
1	0
0	27
2	47

25X1

1. No. on leave three days or more:

Records Mgt. Section-	4
Mail Control Section-	9
Records Center Sec.-	1

2. No. on special detail out of office 1. How long?

Records Mgt. Section-	0
Records Center Section-	0
Mail Control Section-	1

3. Where: **One man in Transportation Division as full time courier.**

4. No. pending resignation, transfer and/or reassignment:

Records Management Section-	0
Records Center	- 0
Mail Control	- 15

5. Specific cases on item 4 not in previous reports. _____

6. New applicants interviewed 1. Recruited by Personnel 1.
Recruited by this office -.

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Security Information

B. Administration and Problems:

Records Management Section - A records inventory has been completed in the Machine Records Branch and informal concurrences with the initial draft of a records control schedule are being obtained from the various offices primarily concerned.

The survey in Finance is still in progress. [] Chief, Finance Division, suggested that the Area Records Officer survey the records of the Certification and Liaison Branch by herself because of their sensitive nature.

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A meeting was held with [] of the Office of Inspection and Security, who introduced [] newly appointed Area Records Officer for that office. The scope of the records management program was explained to [] and it was agreed to supply him with all available reference material. [] indicated that he would not be able to actively undertake the records management program until approximately the last week in August at the time of his expected replacement. It was agreed that as soon as he was available for his new duties, we would meet again with him and help him outline the steps to be taken in a records management program for the Office of Inspection and Security.

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Records Center Section - [] of OCD met with [] to discuss the feasibility of direct supplemental distribution of information reports for certain Air Force requirements. It was agreed that this was practical as far as our operations were concerned and would be undertaken upon receipt of a written request from the Office of Collection and Dissemination, which should include the restrictions that should be imposed.

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(See next page for additional Records Center activity).

Mail Control Section - [] of ONE to discuss a complaint regarding a delay in the delivery of ONE's in time for a scheduled meeting. [] stated that the courier service had been very fine and this was the first complaint she had had to make for some time, but she felt it necessary because of the numerous calls she had received from rather high sources. It was pointed out to [] that the material in question, although marked "expedite", had simply been handed to a courier who was making a routine scheduled stop and no mention was made of the time required for delivery. This was the first time that the Office of National Estimates has not called for special service in such a case. Actually, the material was delivered to all addressees both in town and in the Pentagon in less than two hours. It was agreed that, in the future, special service would be requested and the deadline for delivery would be indicated on the envelope to assure timely delivery.

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[] received a personal letter from [] CPC-3 messengers in which he requested that he be given favorable consideration regarding the possibility of promotion.

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Out-of-town trips: [] to New York City 7/15 to 7/18/53
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to Los Angeles, Calif. 7/21/53 (not returned)

APPENDIX B

Week ending 23 July 1953

	<u>This week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	-	18,697
Flat-bed Camera	-	9,735
2. Records Center - (all figures in cubic feet)		
Records received for processing and storage	107	-
Reference to records material	53	178
Records material destroyed	-	-
3. Supplemental Distribution Center		
a. New material for stock:		
Information Reports	713	624
Intelligence Reports	34	145
b. Supplemental Distribution:		
Information Reports	289	306
Intelligence Reports	90	191
Notices	12	32
Regulations	26	144
Other	0	9
c. Initial Distribution:		
Notices	3	3
Regulations	4	1.7
Other	1	.5
4. Mail Activities		
a. Post Office Mail		
Incoming	5,472	5,064
Outgoing	6,745	6,537
b. Postage expended	\$850.37	\$800.12
c. Scheduled courier trips	239	240
d. Special courier trips	61	55.3
e. Inter-agency mail by courier		
Incoming	1,188	956
Outgoing	990	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	4	-
Available but delayed	0	-
Not available	1	-